Computer, Housing and Dependent Care Allowance Request Form

The U. S. Department of Education permits institutions to include in a student’s Cost of Attendance (COA) the purchase of a computer for educational use, housing and dependent care. The Office of Student Financial Aid and Scholarships will include this expense for students upon request and according to the following policy:

- The maximum allowance for purchase of a computer is $3,000 which may include the cost of a printer and maintenance contract. **If you have or will receive a student refund over $3,000 per semester, you are ineligible**
- A student may receive the computer allowance only once as an undergraduate and once as a graduate student.
- Additional purchases of software, printer supplies, online services fees etc. will be assumed to be covered under the allowances already included in the COA for books and supplies.
- In order to have the cost of the purchase of a computer added to the COA, the student must submit this completed form and a dated receipt/proof of purchase attached to the Office of Student Financial Aid and Scholarships.
- The COA includes an allowance for housing. To make an adjustment to the housing allowance, a dated rent receipt, copy of your electric bill and a list of roommates are needed. **If the rent for the academic year is less than the housing allowance, your COA may be reduced.**
- After the semester has begun, requests with the appropriate documentation may be submitted at any time but no later than 30 days before the end of the semester. **Request of the computer allowance is not allowed during the summer semester.**

_I request that my Cost of Attendance be increased to cover the purchase of a computer, rent and/or dependent care. I understand that increasing my COA does not guarantee that Elizabeth City State University Office of Student Financial Aid and Scholarships will have funds available to increase the amount of financial aid offered to me for this academic year._

_I certify that the information submitted to support this request is true and complete to the best of my knowledge. I understand that I must adhere to the above conditions and I will use the funds approved for the intended purpose. I understand that I must to provide actual proof of purchase of the computer for which I have requested the adjustment._

Student Name: ___________________________ Student ID: 9

Phone: ___________________________ Email Address: ___________________________ @students.ecsu.edu

Student Signature: ___________________________ Date: ___________________________

**For Office use only**

Ready for Review: ___________________________ Review Advisor: ___________________________ ☐ Approved ☐ Denied

Final decision: ___________________________ Advisor: ___________________________ ☐ Approved ☐ Denied